

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: March 3, 2021

Closing Date: March 10, 2021

**Administrative Specialist II (Pay Grade 8)
Criminal Division, Misdemeanor Trial Unit, New Castle County**

Job Responsibilities and Duties: This Administrative Specialist provides secretarial support to Deputy Attorneys General in the Criminal Division, Misdemeanor Trial Unit, in the New Castle County office. The duties entail setting up Title 21 files, providing discovery, filing documents, running criminal record checks, typing informations, requesting reports, ensuring all Title 21 files have all required documents, collecting all files for Title 21 calendar assembly. Also includes duties such as preparing other legal correspondence as needed by Deputy Attorneys General, working with other law enforcement personnel and legal staff to acquire necessary documents, and participating in the main Criminal Receptionist rotation when the main Receptionist is absent or on break.

Minimum Qualifications: Must be detail-oriented, well organized and proficient in Microsoft Word. Must have the ability to interact professionally with members of the public, including victims, defendants and defense attorneys. Must maintain a productive working relationship with court staff. Must be able to answer telephones and take accurate messages.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: Please submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR External Applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov
OR Fax to: 302-577-5866. EOE.**